

21 JUN 1974

MEMORANDUM FOR: Deputy Director for Management and Services

SUBJECT : Office of Personnel Report - Week Ending
21 June 1974

1. Secretaries' Conference: Our two-day conference for the [REDACTED] 25X1A
recruiters' secretaries (19 and 20 June) appears to have been a success.
Those who attended seemed more than pleased with the program. Among
the speakers that they particularly enjoyed hearing was Mr. Blake.

2. Response to Advertising: Response to the advertisement for
language instructors, which ran in the Washington Post on 9 June, continues
with 44 responses to date. All resumes have been forwarded to the Office
of Training for evaluation. 25X1A

3. APP: [REDACTED] met with the senior personnel
representatives of the career services to review new format and instructions
for the FY 1975 APP submissions.

4. PDP: We continued work on the preparation of background
information and format for distribution to the career services re FY 1975
PDP submissions.

5. Upward Mobility: Sixteen Upward Mobility Program applicants
are fully cleared to EOD on 11 July 1974. So far, 10 applicants have
cancelled, four by us and six by the applicants themselves. Nine remain
in process. 15 July is the date on which classes will start in the Civil
Service Commission. We had hoped for a minimum of 15, so the results
are encouraging so far.

6. Handicapped Action Plan: To continue the implementation of
the Agency's Affirmative Action Plan for the Handicapped, the Coordinator
for Selective Placement has drafted an operating procedure setting up a
series of meetings. The purpose of the initial meetings is to lay on the
program, levy requirements and answer questions.

7. Supergrade Survey: The supergrade survey is nearing completion.
We expect to have descriptions and reports completed by 30 June 1974.

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8. Fair Labor Standards Act: The Director of Personnel, Deputy Director of Personnel and Chief, Position Management and Compensation Division met with Mr. Bernard Rosen, Executive Director, CSC, and Mr. Frederick Kistler, Deputy Director, Bureau of Policies and Standards, to discuss the possibility of a CIA exemption from CSC auditing of our over-time practices as required by the FLSA. Further discussion will be held after the CSC has developed its procedures in about eight weeks.

9. PERSIGN: Testing of PERSIGN EOD errors has been completed.

10. Special Meeting: A meeting was held with the Comptroller and members of his staff, representatives of OJCS and the Office of Personnel to discuss historical personnel statistical requirements. The Chief Planning Officer, O/COMP, would like to have all personnel records converted to the new PERSIGN codes back to 1963. (We are converting all separations since the beginning of the Agency and including them in the new GAP file.) Tests have shown that the records prior to 1967, when stricter edit procedures were initiated, have numerous errors and bad codes that would require extensive research on the part of the Office of Personnel. Further study will be made of the problem.

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11. PASG: [REDACTED] and his staff met with [REDACTED] and the M&S Personnel Resources Committee to discuss implementation of the PASG recommendations within the Directorate. Copies of key documents were distributed, an action plan presented, and approval was given to conducting an inventory of personnel practices to establish a base line. Copies of the questionnaire have been distributed to the offices and a schedule established.

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12. EEO: [REDACTED] assisted at the presentation on EEO to the Advanced Intelligence Seminar on 18 June 1974.

13. Staff to Contract: Discussions and arrangements with the Office of Logistics have been completed concerning the conversion of 24 chauffeurs from staff to contract status. In addition, a standard contract has been developed and reproduced in sufficient quantity by Printing Services Division.

14. Retired Annuitants: During the week I approved the following retired annuitant cases for the Directorate of Management and Services:

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[REDACTED] --Office of Security--Independent Contractor--
[REDACTED]
one-year extension.

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[REDACTED] --Office of Security--Independent Contractor--
[REDACTED]
one-year extension.

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15. Redskin Tickets: The annual EAA Redskin ticket drawing was held on 18 June. All the notifications have been mailed to the winners. Ticket sales will begin on Monday, 24 June.

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Coming Events

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1. [REDACTED] will retire on 28 June, and [REDACTED] will replace him as Employee Activities Association Coordinator.

2. The "ADP Call" for FY 1975 has been received, and OP's projections are due in OJCS by 8 July 1974.

3. PERSIGN separation actions will be tested.

4. We hope to complete FLSA designations of employees and complete the work on the supergrade survey.

5. We will work on the consolidation of the FY 1974 OP Annual Report.

[REDACTED]
F. W. M. Janney
Director of Personnel

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